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ABSTRACT

This pamphlet is prepared for those professional educators who elect to fulfill an academic program and graduate degree requirements beyond the minimum specified for basic professional certification, seeking advantages of or working with advanced salary classifications. (JD)

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ADVANCED SALARY CLASSIFICATIONS

1972

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FOREWORD

This pamphlet is prepared for distribution to those professional educators who elect to fulfill an academic program and graduate degree requirements beyond the minimum specified for basic professional certification. Although it is not intended to be all inclusive of the statutory requirements or West Virginia Board of Education regulations, it should serve as a basic document for all professional educators who are seeking advantages of or working with Advanced Salary Classifications.

Daniel B. Taylor
State Superintendent
of Schools

ADVANCED SALARY CLASSIFICATIONS

LEGAL BASIS - *SCHOOL LAWS OF WEST VIRGINIA*, 1971, (18A-4-1).

Definitions:

For the purpose of this section, salaries shall be defined as: (a) "Basic salaries" which shall mean the salaries paid to teachers with zero years of experience and in accordance with the classification of certification and of training of said teachers; and (b) "advanced salaries" which shall mean the basic salary plus an experience increment based on the allowable years of experience of the respective teachers in accordance with the schedule established herein for the applicable classification of certification and of training of said teachers. "Classification of certification" means the class or type of certificate issued by the state superintendent of schools under the statutory provisions of this chapter. "Classification of training" means the number of collegiate or graduate hours necessary to meet the requirements stipulated in the definitions set forth in the next paragraph in items (2) to (7) inclusive.

The column heads of the state minimum salary schedule, set forth in section two (18A-4-2), are defined as follows:

(1) "Years of experience" means the number of years the teacher has been employed in the teaching profession, including active work in education positions other than the public schools, and service in the armed forces of the United States if the teacher were under contract to teach at the time of his induction. For the purpose of section two (18A-4-2) of this article, the teacher's experience shall be limited to that allowed under his training classification as found in the minimum salary schedule.

(2) "B.A." means a bachelor's degree, from an accredited institution of higher education, which has been issued to, or for which the requirements for such have been met by, a person who qualifies for or holds a professional certificate or its equivalent.

(3) "B.A.+15" means a bachelor's degree as defined above plus fifteen hours of graduate work, from an accredited institution of higher education certified to do graduate work, in an approved planned program

at the graduate level which requirements have been met by a person who qualifies for or holds a professional certificate or its equivalent.

(4) "M.A." means a master's degree earned in an institution of higher education approved to do graduate work, which has been issued to, or the requirements for such have been met by a person who qualifies for or holds a professional certificate or its equivalent.

(5) "M.A.+15" means the above-defined master's degree plus fifteen hours of graduate work, earned in an institution of higher education approved to do graduate work, if the person is qualifed for or holds a professional certificate or its equivalent.

(6) "M.A.+30" means the above-defined master's degree plus thirty graduate hours earned in an institution approved to do graduate work, if the person is qualified for or holds a professional certificate or its equivalent.

(7) "Doctorate" means a doctor's degree, which is of the type normally associated with the educational system, from a university qualified and approved to confer such a degree, which has been issued to or the requirements for such have been met by a person who qualifies for or hold a professional certificate or its equivalent.

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DEFINITIONS AND INTERPRETATIONS

Hours shall be interpreted to mean semester hours.

An **accredited institution** is one accredited by the official accrediting agency of the state in which the institution is located and by one of the six regional accrediting agencies recognized by the National Commission on Accrediting, i.e., North Central, Middle States, Southern, New England, Northwest, and Western (or by the National Association of Schools for Music only) for awarding degrees at a stipulated level, i.e., bachelor's degree, master's degree, six-year program and/or doctor's degree.

Graduate credit for salary classification shall be interpreted to mean credit which could have been used, has been used, or may be used for a degree beyond the bachelor's level, earned in an institution accredited to grant a graduate degree.

Duplicate credit shall be interpreted to mean credit which covers substantially the same content for which the person has received previous credit.

A **doctor's degree** shall be interpreted to mean earned doctorate which is relevant to the improvement of the educational system and conferred by an institution of higher education, which is accredited to award the degree.

Master's Plus 15 (MA+15) shall be interpreted to mean forty-five graduate hours including a master's degree.

Master's Plus 30 (MA+30) shall be interpreted to mean sixty graduate hours including a master's degree.

If a teacher holds a **master's degree based on fewer than thirty (30) semester hours**, he may qualify for the advanced salary classification by completing fifteen or thirty hours in excess of graduate degree requirement.

All **graduate credit**, otherwise acceptable, completed **prior to September 1, 1966**, shall be approved for advanced salary classification.

Correspondence credit at the graduate level may **not** be used for purposes of advanced salary classification **unless** the applicant for such has obtained a statement prior to his enrollment from the appropriate dean or registrar and submitted such statement to the Director of Teacher Certification indicating the credit for which the applicant hopes to enroll may be

used for a degree beyond the bachelor's level in the institution in which the credit is to be earned.

APPROVED PROGRAMS FOR THE BACHELOR'S PLUS 15

The law provides for an "approved planned program at the graduate level" for the Bachelor's Plus 15 level. The West Virginia Board of Education has established four options which the teacher can use in qualifying for an approved program.

Program 1 consists of fifteen semester hours of graduate credit which is applicable toward a master's degree. A teacher planning to pursue the advanced salary classification by enrolling in the Master's Degree program must make certain he has actually been admitted to a Master's Degree program (rather than to a graduate level course as a special student) and meet with his selected advisor. Teachers should identify themselves as candidates for the advanced salary classification to insure they have completed all provisions of the program.

Program 2 consists of fifteen graduate hours agreed upon by the superintendent, the collegiate representative, and the teacher. This program must be planned and approved by the institution and superintendent before the courses are taken. The cooperating institutions will not approve the program after the credit has been earned. A planned program must be with one institution only, and a teacher cannot expect the approving institution to include credits earned elsewhere unless approval is secured prior to enrollment.

Program 3 consists of fifteen graduate hours that were used or are to be used for the renewal of a certificate and/or an additional endorsement. If the teacher is working toward an additional endorsement, the specialization must be specified and evidence given that this is indeed the goal.

Program 4 consists of fifteen graduate hours accumulated prior to September 1966.

All graduate hours earned after September, 1966 must be appropriate to Program 1, 2, or 3 whether earned in full or part. Program 1, 2, and 3 may not be combined, but hours earned prior to September 1966 may be combined with any one of the other programs.

MASTER'S PLUS CLASSIFICATION

Teachers holding a master's degree and seeking the advanced salary classification need not select a planned program in order to meet requirements for an advanced salary classification, however, they should not resort to "credit gathering", but should select courses which will upgrade their teaching skills and/or contribute to the improvement of their instruction or services in the public schools.

DATING OF SALARY CLASSIFICATION

An employed teacher who expects to secure a salary increase by completing the requirements for, and filing application for an advanced degree or salary classification during his period of employment shall have his certificate or salary classification dated as of the date the requirements were completed except that no application received after August 30, based upon completion of requirements in the preceding fiscal year will be dated prior to July 1, of the current fiscal year. The expiration date shall be the same as the certificate upon which the Salary Classification is based. The salary classification will be renewed along with the renewal of the Professional or First Class Temporary Certificate.

THE TEACHER IS RESPONSIBLE FOR FILING AN APPLICATION

Each teacher is individually responsible for making a preliminary evaluation of his credit to determine his eligibility for an advanced salary classification prior to submitting an official application. The teacher shall:

(1) Secure the proper application forms from his county superintendent. An application for the Master's Plus Classifications must be accompanied by a form for Verification of Graduate Credit for each institution where graduate credit was earned.

(2) Complete all necessary forms and return them to his county superintendent. Each application for Verification of Graduate Credit must be accompanied by an official transcript (one having the institutional seal and signature of the registrar) or the necessary fee to secure such a transcript.

The county superintendent shall submit all applications for Verification of Graduate Credit to the designated institution(s). Upon the return of these applications to his office, he shall examine the verification forms to determine the applicant's eligibility and attach them to the application for the

Advanced Salary and forward all documentation to the Director of Teacher Certification, 1900 Washington Street, Building B-309, Charleston, West Virginia 25305.

When the application is processed by the Division of Teacher Certification, an official notification is sent to the teacher at the same time his salary classification is mailed to his county superintendent.

SALARY CLASSIFICATIONS FOR HOLDERS OF THE VOCATIONAL INDUSTRIAL CERTIFICATE

18A-4-4, Responsibility of State Board, *School Laws of West Virginia,* **1971**

The State Board of Education shall establish the minimum salary schedule for teachers where specialized training may be required for vocational, technical, and adult education, and such other permits as may be authorized by said Board.

VOCATIONAL INDUSTRIAL CERTIFICATE

The salary schedule for the Vocational Industrial Certificate is that established for a Professional Certificate based on a bachelor's degree unless the certificate is issued on the basis of a person's holding a master's or doctor's degree in which case the appropriate salary schedule would be that for those degrees.

BACHELOR'S PLUS 15 PROGRAM

The Bachelor's Plus 15 program is the only category approved for persons whose Vocational Industrial Certificate is not based on a degree. All credit which was approved for the renewal of this certificate prior to June 30, 1967 can be applied toward the advanced salary classification. All credit earned subsequent to June 30, 1967 shall be selected from those courses approved by The State Supervisor of Vocational Industrial Education. For salary purposes, the Temporary Vocational Industrial Certificate may be equated with the Vocational Industrial Certificate, valid for five years.